

**City of Auburn**  
**Recreation Department**  
**Coordinator – After School Program**

The City of Auburn Recreation Department has an immediate opening for a energetic, well organized and very responsible individual to establish and coordinate all aspects of the After School Program. Duties will include assisting with the hiring and supervision program staff, planning weekly activities at each program location, scheduling trips, registration of participants and maintenance of program rosters, development of program brochures, staff training, budget and payroll, and generally ensuring a safe, healthy and fun environment for program participants. The Coordinator reports directly to the Recreation Specialist.

Successful candidates must be at least 18 years of age with recreation programming experience and in working with children; must enjoy working with youth, and indoor and outdoor activities; and be available after school hours and for school vacation weeks. Must be dependable and have a reliable mode of transportation.

The Coordinator will work between 15 and 20 hours per week during the program implementation and during school year.

Send resume or application to Jasmine McLoughlin, Recreation Department, 48 Pettengill Park, Auburn ME 04210 Tel. 333-6601 ext. 2106. E-Mail address is [Jmcloughlin@auburnmaine.gov](mailto:Jmcloughlin@auburnmaine.gov) Review of resumes will start immediately and will continue until the position is filled.

**The City of Auburn is an Equal Opportunity Employer**